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CH 4  
DoD 4000.25-5-M

DLMSO

IN REPLY  
REFER TO

CHANGE NO. 4  
DoD 4000.25-5-M

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**MILITARY STANDARD CONTRACT ADMINISTRATION PROCEDURES (MILSCAP)**

1. This change, published by direction of the Deputy Under Secretary of Defense (Logistics) (DUSD(L)), under the authority of DoDD 4140.1, Materiel Management Policy, revises DoD 4000.25-5-M, Feb 93, and is effective upon receipt.

II. Incorporated in change 4 are updates to the References, to chapter 1, and to Appendices A and K.

a. Appendix A53 through A57 have been added, for the P-CIM, in support of the ANSI EDI transaction set 836, Procurement Notices.

b. Appendix K has been revised to reflect changes from the Mechanization of Contract Administration Services (MOCAS) realignment of its databases and field offices; also an SPCC use of the PK5 transaction is documented under Navy ICPs.

III. Remove pages listed below and insert revised pages. Changes and additions are shown in **bold italics**.

Remove Old

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xv and xvi  
xix  
1-1 thru 1-15  
9-5 and 9-6  
A-1  
A30  
—  
K-5 and K-6  
K-19 thru K-34

Insert New

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xv and xvi  
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1-1 thru 1-15  
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IV. This change sheet will be filed in front of the publication for reference purposes, after changes have been made.

BY ORDER OF THE DIRECTOR

  
PAULA A. MARTINEZ  
DASC Administrator

**DISTRIBUTION**

Army: DA-12-04-E (Block 0373)  
Navy: M25  
Air Force F  
Marine Corps: HB  
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# ACRONYMS AND ABBREVIATIONS

<u>Acronym or Abbreviation</u>	<u>Definition</u>
A/A	Acceptance Alert, DI Code PK5
ACO	Administrative Contracting Officer
ACPS	Automated Contract Preparation System (Air Force)
ACRN	Accounting Classification Reference Number
ADP	Automatic Data Processing
AFAFC	Accounting and Finance Center (Air Force)
AFMC	Air Force Materiel Command
AMC	Army Materiel Command
AMCL	Approved MILSCAP Change Letter
AMIS	Acquisition Management Information System (Air Force)
ANSI	American National Standards Institute
Applic	Applicable
A/R	Acceptance Report, DI Codes PKN/PKP
ARPA	Advanced Research Project Agency
ATCOM	Aviation and Troop Command
AUTODIN	Automatic Digital Network
BAAN	Budget Authorization Account Number
BPAC	Budget Program Activity Code
CAGE	Cataloging Handbook H4/H8, Contractor and Government Entity
CAo	Contract Administration Office
CC	Cost Center
CCE	Contract Closeout Extension
Ccs	Contract Completion Statement
CCSS	Commodity Command Standard System
CDD	Contract Delivery Date
CECOM	Communications and Electronics Command
CLIN	Contract Line Item Number
CONUS	Continental United States
CPN	Contract Payment Notice
DAAS	Defense Automatic Addressing System
DCMAO	Defense Contract Management Area Office
DCMC	Defense Contract Management Command
DCMD	Defense Contract Management District
DD Form	Department of Defense Form
DFARS	DoD Federal Acquisition Regulation Supplement
DFAS	Defense Finance and Accounting Service

<u>Acronym or Abbreviation</u>	<u>Definition</u>
DI	Document Identifier
DLA	Defense Logistics Agency
DLAI	Defense Logistics Agency Instruction
DLMS	Defense Logistics Management System
DLMSO	Defense Logistics Management Systems Office
DLSS	Defense Logistics Standard Systems
DoD	Department of Defense
DoDAAC	Department of Defense Activity Address Code
DoDAAD	Department of Defense Activity Address Directory
DPAS	Defense Priorities and Allocations System
<i>DPP</i>	<i>Director of Defense Procurement</i>
DPRO	Defense Plant Representative Office
DPSC	Defense Personnel Support Center
DSN	Defense Switched Network
DSS	Depot Standard System
DSSN	Disbursing Station Symbol Number
DUSD ( L )	Deputy Under Secretary of Defense (Logistics)
E of E	Element of Expense
ELIN	Exhibit Line Item Number
EOM	End of Month
FAR	Federal Acquisition Regulation
FC	Formal Change
FDD	Forecast Delivery Date
FMS	Foreign Military Sales
FOB	Free on Board
IC	Interim Change
ICP	Inventory Control Point
IM	Inventory Manager
IOC	Industrial Operations Command
JANAP	Joint Army, Navy, and Air Force Publication
J023	Small Purchase System (Air Force)
J041	Acquisition and Due-in system (Air Force)
MAPAD	Military Assistance Program Address Directory
MI COM	Missile Command
MIPR	Military Interdepartmental Purchase Request
MI LSCAP	Military Standard Contract Administration Procedures
MILSTAMP	Military Standard Transportation and Movement Procedures

# REFERENCES

- (a) DoD Directive 4740.7, *“Materiel Management Policy,” January 4, 1993.*
- (b) *Resewed.*
- (c) DoD 5025. 1-M, “DoD Directives System Procedures,” **August 15, 1994**, authorized by DoD Directive 5025.1, *DoD Directives System, June 24, 1994.*
- (d) Federal Acquisition Regulation (*FAR*), *current edition, authorized by the Office of Federal Procurement Policy (OFPP).*
- (e) DoD Federal Acquisition Regulation Supplement (*DFARS*) *current edition, authorized by OUSD(A) in the Defense Acquisition Regulation System.*
- (f) DoD 8320. I-M-I, “Data Element Standardization Procedures,” January 1993, authorized by DoD Directive 8320.1, DoD Data Administration, September 26, 1991.
- (g) DoD 4000.25-1 3-M, “DoD Logistics Data Element Standardization and Management Program Procedures,” January 1984, authorized by DoD Directive 4740.7.
- (h) DoD 4000.25-1 -M (formerly DoD 4140. 17-M), “Military Standard Requisitioning and Issue Procedures,” 1 May 1987, authorized by DoD Directive **4140.1**.
- (i) DoD 4000.25-2-M (formerly DoD 4140.22-M), “Military Standard Transaction Reporting and Accounting Procedures,” 1 May 1987, authorized by DoD Directive **4140.1**.
- (j) DoD 4500.32-R, “Military Standard Transportation and Movement Procedures,” 15 March 1987.
- (k) *Joint Army, Navy and Air Force Publication (JANAP) 128 (J), “Automatic Digital Network (AUTODIN) Operating Procedures,” July 30, 1993.*
- (l) “DoD Directory of Contract Administration Services Components,” **February 1995**, authorized by DASD(P) Memorandum dated 5 April 1990, subject: Directory of Contract Administration Services.
- (m) *Resewed.*
- (n) *Reserved.*
- (o) DoD 4000.25-6-M, “DoD Activity Address Directory (DoDAAD),” June 1996, authorized by DoD Directive **4140.1**.

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- (p) DoD 4000.25-8-M, “Military Assistance Program Address Directory System (MAPAD),” May 7995, authorized by DoD Directive **4140.1**.
- (q) Cataloging Handbook H4/H8, “Commercial and Government Entity (CAGE),” current edition, authorized by DoD 4130.2-M, March 31, 1975.
- (r) Defense Priorities and Allocations System Handbook, October 1984, *authorized by the Department of Commerce*.
- (s) *Reserved*.
- (t) DoD 7220.9-M, “*Department of Defense Accounting Manual*”, October 1983 *authorized by DoD Instruction 7220.9, October 22, 1981*.
- (u) DoD 4000.25-M, “*Defense Logistics Management System*”, December f 995.



**PURCHASING OFFICE (PO).** The office which awards or executes a contract for supplies or services.

**X-OVERPUNCH.** A punch in the 11th row, sometimes referred to as the X-row, of an 80 position record.